

## **A Note to Instructors on How to Use This Manual**

The *Student Manual* includes the slides and corresponding notes underneath each slide, as well as exercises, and appendices, and a copy of *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

This *Instructor Manual* includes all of the materials that are in the *Student Manual* and instructor notes for each of the slides and exercises in this course.

As you open the *Instructor Manual*, you will notice that the right hand page consists of the slide and notes from the Student Manual, while the left hand page consists of the instructor notes for that slide.

In addition, the *Instructor Manual* contains suggested answers to the exercises and suggestions for facilitating discussions during the exercises.

## Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting

### Equipment, Supplies, and Materials You Will Need

- Overhead projector
- Projection screen
- Course overhead transparencies
- VCR
- VCR monitor
- Video: *Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting*. The video can be obtained from the National Lead Information Center by calling 1-800-424-LEAD.
- Instructor manual
- Student manuals
- Blank overhead transparencies (1 box should be more than sufficient)
- Overhead transparency markers (for instructor and for students—at least one marker for each 4 students so that groups can write up answers to exercises and present them to the rest of the class)
- Blackboard, white board, or flip chart paper and stand
- Markers appropriate for blackboard, white board, or flip chart
- Masking tape
- Table tents with each student's name (a table tent is an 8½" x 11" sheet of heavy stock paper that is folded in half length-wise; the paper should be heavy enough that it will not flatten when set on the table after being folded)
- Heavy-duty disposal bag and duct tape
- **Optional:** A laminated paint chip (1 centimeter square) on a cardboard display.

Note: Although copies of *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work* are included in Appendix 1, additional copies can be obtained from the National Lead Information Center. Contact them at 1-800-424-LEAD or on their Internet web site: <http://www.epa.gov/lead/nlic.htm>. Allow several weeks for delivery of the documents.

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## Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting

### Appendix 3: Lead Pre-Renovation Education Rule Flyer A3-1

Lead-Based Paint Pre-Renovation Regulation Tri-fold Pamphlet

Pre-Renovation Lead Information Rule: Questions and Answers

Pre-Renovation Lead Information Rule: Fact Sheet

Lead-Based Paint Pre-Renovation Education Rule: Handbook

Lead-Based Paint Pre-Renovation Education Rule: Interpretive Guidance Part 1

Lead-Based Paint Pre-Renovation Education Rule: Interpretive Guidance Correction to Part 1

Lead-Based Paint Pre-Renovation Education Rule: Interpretive Guidance Part 2

### Appendix 4: Liability Insurance Summary Fact Sheet A4-1

### Appendix 5: Overview of EPA and State Certification Requirements A5-1

### Appendix 6: EPA Waste Policy Guidance A6-1

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# **Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting**

## **Introduction and Welcome Instructor Notes**

### **Slide 1: Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting**

- This is the course title slide.
- Welcome everyone and introduce the course title.
- Be sure to verify that participants in the classroom intended to take this course and not some other course.



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# **Minimizing Lead-Based Paint Hazards During Residential Renovation, Remodeling and Painting**

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# **Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting**

## **Introduction and Welcome Instructor Notes**

### **Slide 2: Introduction and Welcome**

- This is the title slide for this module.
- Introduce yourself. Write your name on the black board, white board, flip chart paper or blank overhead transparency.
- Highlight your background and experience. Your goal here is to demonstrate to the participants in the class that you have the qualifications to present this material.





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## Introduction and Welcome

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# Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting

## Introduction and Welcome Instructor Notes

### Slide 3: Introduction Overview

- This introduction covers the bulleted list of topics on the slide. Briefly review this list with the class participants. Do not go into detail about each of the topics because you will be covering the details when you present each of the following slides in the module. Then describe the meeting facility and review logistics with participants.
- Meeting facility and logistics:
  - Provide logistical information including a brief overview of the training schedule for the day, including breaks, lunch, etc.
  - Indicate where the emergency exits, restrooms and phones can be found.
  - Discuss ground rules, as necessary. Examples of ground rules include:
    - T Come back from breaks on time so that the class can finish at the designated hour.
    - T Raise hands to be recognized.



## Introduction Overview

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- Introductions
- Course objectives
- Course manual
- Course agenda

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# Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting

## Introduction and Welcome Instructor Notes

### Slide 4: Introductions

- Ask the participants to introduce themselves in less than one minute per person. Ask them to state:
  - Name;
  - Company they work for;
  - Whether they currently use any lead-safe work practices;
  - What they want to learn in the course.
- You may want to capture on a white board, flip chart, or blank transparency the information about what each person wants to learn during the course so that you can refer back to it when you cover those issues during the course.
- Remember, you want people to provide the information requested but if each person speaks for one minute and you have 15 people in the class, introductions will take at least 15 minutes of your allotted 30 minutes for the introduction and welcome. Especially if you have class with more than 10 participants, ask them to be as brief as possible while still providing the information requested.



## Introductions

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— In less than 1 minute please tell us:

- Your name
- Company you work for
- What you want to learn in this course
- Do you currently use lead-safe work practices?

# Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting

## Introduction and Welcome Instructor Notes

### Slide 5: Course Objectives

- The course objective is stated in the student notes below the slide.
  - This slide highlights the two key points that you want course participants to take away from the course:
    - Minimizing creation of lead-contaminated dust is achieved by “safe work practices” which are discussed extensively in Module 3.
    - Proper set-up and containment, safe work practices, and clean up keep dust in a specific area and protects residents, especially children, from exposure to lead during and after work. These points are discussed in Modules 2, 4, and 5.
- T** Stress that the key themes of this course are summarized in these three points: set-up and containment, safe work practices, and clean-up.



### Course Objectives

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- **Minimize creation and dispersal of lead-contaminated dust and debris during**
  - Renovation and Remodeling
  - Painting
  - Any activity that disturbs paint
- **Protect residents, especially children, from exposure to lead-contaminated dust and debris**
  - Set-up and Containment
  - Safe Work Practices
  - Clean-up

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### Objective

- Upon completion of this course, participants will be able to perform renovation, remodeling, painting, and other activities in a manner that minimizes creation and dispersal of lead-contaminated dust and protects residents, especially children, from possible lead exposure.

### Minimize dust and protect residents

- This course will show contractors how to perform their work in a manner that creates the least amount of dust possible, and how to contain and clean up the dust that they do create so that it does not spread throughout the house or to neighboring properties.

### Who can use this course

- The techniques discussed in this course apply to work performed by a variety of contractors, including plumbers, electricians, residential renovators, remodelers, and painters.

# **Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting**

## **Introduction and Welcome Instructor Notes**

### **Slide 6:** This Course Is...

- The main point of this slide is to inform participants that completing the training is a way to be distinctive in the marketplace and bring added value to clients.
- This course is not an abatement course and does not qualify participants to conduct abatement activities.





### This Course...

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- Is voluntary and can demonstrate your company's competence to prospective clients
- Is not an abatement course
- Does not satisfy OSHA training requirements
- May not satisfy state and local training requirements

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### Lead abatement training

- Lead abatement work is done for the sole purpose of permanently removing lead-based paint hazards from a home. This type of work requires special training that is not provided by this course. Many states have defined the term abatement differently and have specific training and certification requirements, therefore, check with your state to obtain information about any state specific requirements.

### Voluntary training

- Completing this course is voluntary. Voluntary training is useful in demonstrating a company's competence to prospective clients and can be a marketing advantage that distinguishes a company from the competition.


# Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting

## Introduction and Welcome Instructor Notes

### Slide 7: Training Manual Overview

- Walk participants through the six modules by highlighting the module title and length of time needed to cover the material.
- Emphasize that the course is intended to be interactive with discussions and exercises to practice some of the activities discussed in the modules.
- Highlight each of the appendices.
- Take the time to have participants thumb through the Field Guide. Emphasize that they can take it on-site to help provide guidance on working in a lead-safe manner and that the guide contains illustrations of suggested methods for reducing, containing, and cleaning up dust in work areas.
- Note that there is a video that accompanies the course materials. The video title is, *Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting*. The format of the video is similar to "This Old House." A host interviews workers at a job site to show how they do their work. The video has four segments that highlight set-up and containment, safe work practices, clean-up, and planning and talking to clients at an actual job site. Each segment corresponds to one of the course modules and will be played at the beginning of the module.

Video Segment	Module
Segment 1	Module 2
Segment 2	Module 3
Segment 3	Module 4
Segment 4	Module 5



# Training Manual Overview

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- **Six modules**
- **Interactive exercises**
- **Appendices**
- **Lead Paint Safety Field Guide**
- **Optional Video**

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### Modules

In addition to this Introduction and Welcome, there are six modules in this course:

- Module 1 Why Should I Be Concerned About Lead Dust? **(1 hour)**
- Module 2 Set-up Your Work Space to Contain Lead Dust **(1 hour)**
- Module 3 Safe Work Practices **(1 hour)**
- Module 4 Clean-up and Check Your Work **(1 hour)**
- Module 5 Talking to Clients and Planning Work **(1 hour)**
- Module 6 Supervisory and Business Issues **(30 minutes)**

### Activities and Exercises

- The course includes activities and exercises to help you identify methods of reducing the amount of dust you create, and containing and cleaning up the dust you created. Many of the exercises and activities take place in small groups, so you will have an opportunity to share your experiences and ideas with others in the class.

### Appendices

- As indicated in the table of contents, this manual has several appendices that provide extra information that will help contractors.

### Field Guide

- This manual also provides you with a copy of the *Lead-Based Paint Safety Field Guide*. This handy Field Guide is easy to use and has illustrations of suggested methods for reducing, containing, and cleaning up dust in work areas. Take it with you to work.

### Optional Video

- The course also includes an optional video that addresses concepts in modules 2, 3, 4, and 5: set-up, safe work practices, clean-up, and talking with clients and planning work.

# Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting

## Introduction and Welcome Instructor Notes

### Slide 8: Course Agenda

- This training is 8 hours long (including breaks) and may be offered during a single day or over several days depending on the needs of the participants.
- The agenda on the transparency does not contain times (because the training could be offered over several days), so you may want to write the agenda (with times) on a flip chart, black board or white board so that participants can refer to it throughout the course, or you could make and distribute a hardcopy of the agenda to students.
- Walk participants through the agenda for the training.
- If the course is offered over a single day, the following agenda may be most appropriate:

<b>7:30 - 8:00</b>	<b>Registration, coffee, and donuts</b>
8:00 - 8:30	Introduction and Welcome
8:30 - 9:30	Module 1: Why Should I Be Concerned About Lead Dust?
<b>9:30 - 9:45</b>	<b>Break</b>
9:45 - 10:45	Module 2: Set-up Your Work Space to Contain Lead Dust
10:45 - 11:45	Module 3: Safe Work Practices
<b>11:45 - 1:00</b>	<b>Lunch</b>
1:00 - 2:00	Module 4: Clean-up and Check Your Work
2:00 - 3:00	Module 5: Talking to Clients and Planning Work
<b>3:00 - 3:15</b>	<b>Break</b>
3:15 - 4:15	Module 6: Supervisory and Business Issues
<b>4:15</b>	<b>Adjourn</b>



## Course Agenda

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|--------------------------------|------------|
| —Registration and refreshments | — Lunch    |
| —Introduction and welcome      | — Module 4 |
| —Module 1                      | — Module 5 |
| —Break                         | — Break    |
| —Module 2                      | — Module 6 |
| —Module 3                      | — Adjourn  |